

Governor's Office of Equal Opportunity 2017 SMALL Agency EO Plan CHECKLIST

Cover Letter to the Governor

- USE agency letterhead

Non-discrimination Policy Statement

- INCLUDE physical location descriptions where policy is posted
- INCLUDE website address(s) where policy is posted
- ATTACH agency's policy
- ATTACH agency org chart (to pinpoint EO team operations)
- ATTACH EO contact(s) information: name, title, phone, email address

Hiring Summary

- HRIS XP391 Report

Agency Complaint Data Sheet

- Contact information of employee(s) who will be reporting charge letters to GOEO in real time

Agency 2016 Accomplishments! (optional)
